

DYMO®

LabelManager 450D

Create any label you need, stand-alone or from your PC/Mac



User Guide

www.dymo.com

Contents

About Your New Label Maker	5
Warranty Registration	5
Getting Started	5
Connecting the Power	5
Inserting the Batteries	5
Connecting the Power Adapter	5
Inserting the Label Cassette	6
Settings	6
Selecting a Language	6
Setting the Current Date	7
Setting the Current Time	7
Selecting Units of Measure	7
Printing Your First Label	7
Getting to Know the Label Maker	7
Power	7
LCD Display	7
CAPS Mode	8
Shift Key	8
Space Bar	8
Clear/Delete	8
Cancel	8
Navigation Keys	8
Connecting to Your Computer	8
Formatting Your Label	9
Changing the Font	9
Adding Font Styles	9
Adding Box and Background Styles	10
Creating Multi-Line Labels	11
Using Mixed Formats	11
Using Tabs	11
Using Symbols and Special Characters	12
Adding Symbols	12
Adding International Characters	12

Currency Symbols	13
Adding Date and Time	13
Changing the Date Format	13
Adding the Date to Your Label	13
Changing the Time Format	13
Adding the Time to your Label	13
Printing Options	14
Printing Multiple Copies	14
Serializing Your Labels	14
Printing a Fixed-Length Label	14
Adding Barcodes to Labels	14
Previewing Your Label	15
Aligning the Text	15
Changing the Cutting Option	15
Adjusting the Print Contrast	16
Using Label Maker Memory	16
Storing Label Text	16
Storing Formats	16
Recalling Stored Labels and Formats	16
Caring for Your Label Maker	17
Troubleshooting	18
Documentation Feedback	19

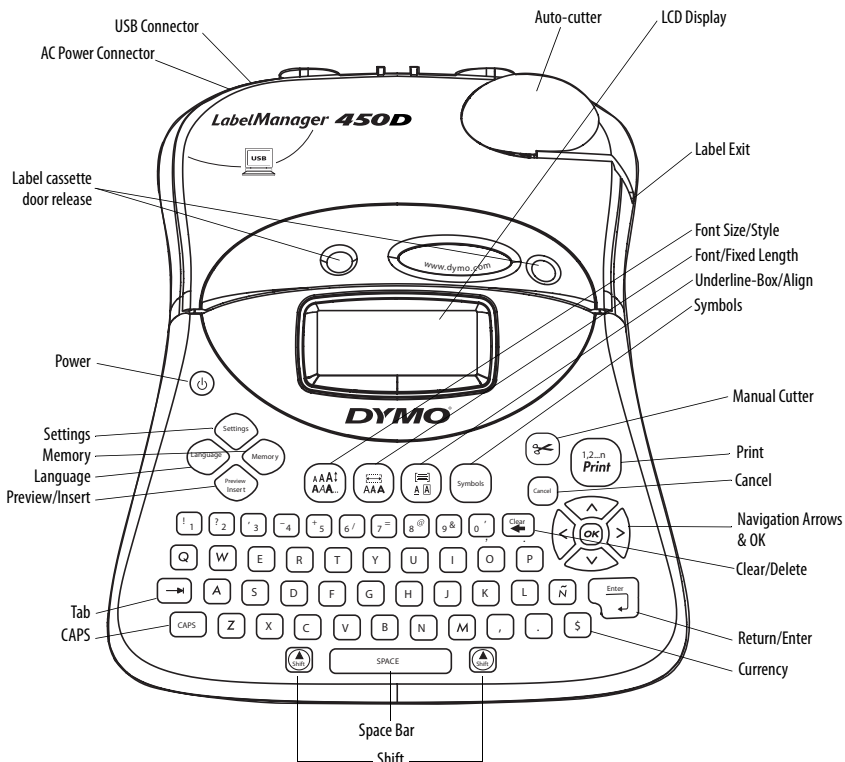


Figure 1 LabelManager 450D Professional Label Maker

About Your New Label Maker

With your new DYMO LabelManager™ 450D label maker, you can create a wide variety of high-quality, self-adhesive labels. You can choose to print your labels in many different sizes and styles. The label maker uses DYMO D1 label cassettes in widths of 1/4" (6 mm), 3/8" (9 mm), 1/2" (12 mm), 3/4" (19 mm), or 1" (24 mm). Label cassettes are also available in a wide range of materials.

Visit **www.dymo.com** for information on obtaining labels and accessories for your label maker.

Warranty Registration

Please complete the warranty registration card and return it to the appropriate Customer Support address within seven days of purchase. Visit **www.dymo.com/registration** for details.

Getting Started

Follow the instructions in this section to print your first label.

Connecting the Power

The label maker can operate on AC or battery power. To save power, the label maker will automatically turn off after two minutes of inactivity.

Inserting the Batteries

The label maker uses six 1.5 volt high-capacity AA alkaline batteries.

To insert the batteries

1. Remove the battery compartment cover. See Figure 2.

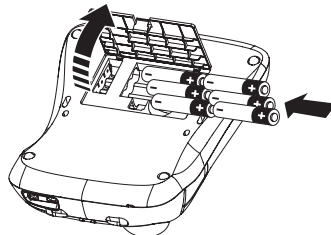


Figure 2

2. Insert the batteries following the polarity markings (+ and -).
 3. Replace the battery compartment cover.
- i** Remove the batteries if the label maker will not be used for a long period of time.

Connecting the Power Adapter

An optional AC power adapter can also be used to power the label maker. Connecting the power adapter to the label maker disconnects the batteries as a power source.

To connect the power adapter

1. Plug the power adapter into the power connector on the top, left side of the label maker.
 2. Plug the other end of the power adapter into a power outlet.
- i** Make sure the label maker power is turned off before you disconnect the power adapter from the main power source. Otherwise, your most recent memory settings will be lost.

Inserting the Label Cassette

Your label maker comes with one DYMO D1 label cassette. Visit www.dymo.com for information about purchasing additional label cassettes.

To insert the label cassette

1. Press and release the label cassette cover to open the label compartment. See Figure 3.

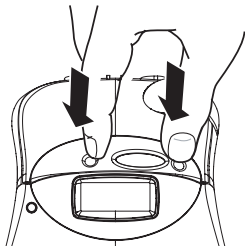


Figure 3

- i** The first time you use the label maker, remove the protective cardboard insert from between the print head and pinch roller. See Figure 4.

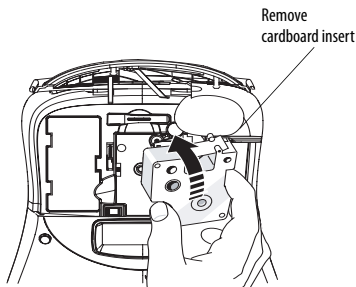


Figure 4

2. Make sure the label and ribbon is taut across the mouth of the cassette and that the label passes between the guideposts. If necessary, turn the spool clockwise to tighten the ribbon.
3. Insert the cassette with the label and ribbon positioned between the print head and pinch roller. See Figure 5.

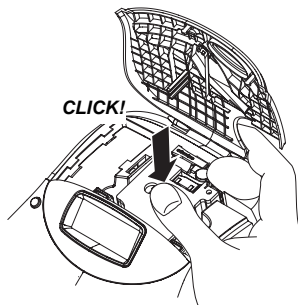




Figure 5

4. Press firmly until cassette clicks into place. When positioned correctly, you will hear the label maker wind the label ribbon into place.
5. Close the label cassette cover and press  to turn on the power.
The Label Settings menu automatically appears immediately after inserting a new label cassette.
6. Use the arrow keys to select the label width of the label cassette currently in the label maker and press .



Settings

You can set the language, current date and time, and the units of measure you want the label maker to use.

Selecting a Language

You can select from a number of different language options. By default, the language is set to English.



To select a language

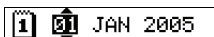
1. Press .
2. Use the arrow keys to select the language you want and press .


Setting the Current Date

The default date format depends upon the language selection for the label maker. You can change the default date format by following the instructions in **Changing the Date Format** on page 13.

To set the date

1. Press .
2. Select **Set Date**, and press . The default date is displayed.



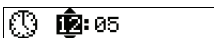
3. Move the cursor over each setting (month, day, and year) and use the arrow keys to increase or decrease the value.
4. When finished, press .


Setting the Current Time

The default time format depends upon the language selection for the label maker. You can change the default time format by following the instructions in **Changing the Time Format** on page 13.

To set the time

1. Press **Settings**.
2. Select **Set Time**, and press . The default time is displayed.






3. Move the cursor over each setting (hours and minutes) and use the arrow keys to increase or decrease the value.
4. When finished, press .

Selecting Units of Measure

You can choose to show measurements in inches or millimeters. The default units of measure depends upon the language chosen.


To set the units of measure

1. Press .
2. Use the arrow keys to select **Set Units** and press .
3. Select inches or millimeters and press .

Printing Your First Label

You are now ready to print your first label.

To print a label


1. Enter text to create a simple label.
2. Press . The label is automatically cut.
The Auto Cut feature is turned on by default. To disable the Auto Cut feature, see **Changing the Cutting Option** on page 15.
3. Remove the label.

Congratulations! You have printed your first label. Continue reading to learn more about the options available for creating labels.

Getting to Know the Label Maker

The following sections describe each feature in detail. Become familiar with the location of the feature and function keys on your label maker. See Figure 1 on the inside front cover.

Power

The  button turns the power on and off. After two minutes of no activity, the power is switched off automatically. The last label created is remembered and displayed when the power is turned back on. The previously selected style settings are also restored.

LCD Display

The label maker's LCD display shows a row of up to 16 characters. However, you can enter up to 99 characters and spaces.

The display window can accommodate 16 upper-case characters. As you type more characters, they begin to scroll to the left. (See Figure 6.) The number of characters actually displayed can vary due to proportional spacing.



Figure 6

In addition, feature indicators appear on the display to let you know when a feature is selected. See Figure 7.

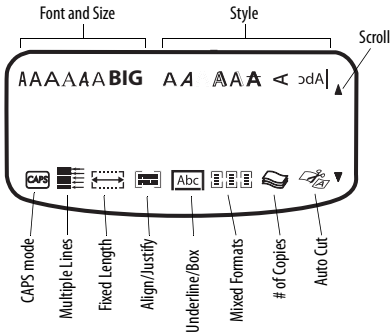


Figure 7

CAPS Mode

The **CAPS** key toggles capitalization on and off. When CAPS mode is turned on, the CAPS mode indicator is shown on the display and all letters that you enter will be capitalized. The default setting is CAPS mode on. When CAPS mode is off, all letters entered appear in lower case.

Shift Key

The **Shift** key, when used in combination with an alphabet key, changes the case of the selected letter. When used in combination with number keys or function keys, the **Shift** key selects the alternate function shown on the key. For example, when you

press **Clear**, the character to the left of the cursor is deleted; however, when you press **Shift** + **Clear** together, the entire label text and formatting is deleted and the display is ready for you to type a new label.

Space Bar

The **SPACE** key inserts one or more blank spaces in your text.

Clear/Delete

The **Clear** key removes the character to the left of the cursor. **Shift** + **Clear** clears all label text and formatting.

Cancel

The **Cancel** key allows you to exit from a menu without making a selection or to cancel an action.



Navigation Keys

With the **Navigation** keys, you can review and edit your label, and navigate through the menus. Use the left and right arrow keys to move the cursor along the label text or to move through fields. Use the up and down arrow keys to increase or decrease settings and to select menu items, and then press **OK** to accept the selection.

Connecting to Your Computer

Your label maker can be used as a standalone label printer or you can print labels from your computer using DYMO Label Software. Your label maker connects to your computer using the USB connection located on the top of the label maker. See Figure 8.


To set the font style

1. Press the  key.
2. Use the arrow keys to move to the desired style and then press .



Adding Box and Background Styles

You can further highlight your text by choosing a box, underline, or background style. You can also use label text stored in memory as background text on your label. See **Storing Label Text** on page 16 for information on storing text in memory.

A label can be underlined or enclosed in a box or background, but not both together. The styles available are shown in Figure 9.



 Background patterns are not available for 6 mm label.

To set the box style


1. Press the  key.
2. Select a frame style and then press .

On multi-line labels, all lines are underlined. In box style mode, all lines are enclosed in one box style.

To select a text background

1. Press the  key.
2. Select **Text Background (TXT)** and then press .

The first memory location is displayed.

Use the arrow keys to select the stored text you wish to use as a background and press .
















	Underline
	Square Box
	Pointed Box
	Rounded Box
	Crocodile Box
	Scroll Box
	3D Box
	Dots
	Wood Grain
	Bricks
	Checkers
	Parquet
	Diamonds
	Weave
	Text Background


Figure 9

Creating Multi-Line Labels

The number of lines you can print on a label depends on the width of the label you are using:

- Maximum of five lines on 3/4" (19 mm) and 1" (24 mm) labels
- Maximum of three lines on 3/8" (9 mm) and 1/2" (12 mm) labels
- Maximum of one line on 1/4" (6 mm) labels

To create a multi-line label

1. Type the text for the first line, and press **Enter**. A new line character  is placed at the end of the first line in the display, but will not print on the label.
2. Type the text for the second line.

The display shows the line on which you are currently entering text. The example below indicates that the second line is the current line on the label.





Use the arrow keys to move between lines.

Using Mixed Formats

You can apply different fonts and format styles to the text on a label by inserting format breaks to divide the label into blocks or sections of text. Each section is separated by a format break. You can add two format breaks, allowing you to apply three separate formats to a label.

Alignment, underline, box styles, and background patterns cannot be mixed on a label. These styles are common to the entire label.

To add a format break




1. Enter and format text for the first section.
2. Press .
3. Select **Insert Format Break** and press .

4. Continue entering and formatting text for the next section of the label.


Using Tabs

You can add tabs to a label to align text on multi-line labels. Tabs are left justified and the default spacing is 2.0" (50 mm).

To change the tab spacing

1. Press .
2. Select **Set Tab Length** and press .
3. Use the up and down arrow keys to increase or decrease the tab setting, and then press .

To insert a tab

1. Enter your text.
2. Press the  key and continue entering text.



Using Symbols and Special Characters

Symbols and other special characters can be added to your labels.

Adding Symbols

The label maker supports the extended symbol set as shown in Figure 10.

To add a symbol

1. Press . The first row of symbols shown in the table appears in the display.
2. Use the arrow keys to move to the desired symbol. The left and right arrows move horizontally along a row of symbols. The up and down arrow keys scroll vertically through the rows of symbols. To quickly see a row of symbols, you can press the letter corresponding to the row you want.
3. When you locate the desired symbol, press  to add the symbol to your label text.

Adding International Characters

The label maker supports the extended Latin character set using RACE technology. Similar to using a mobile phone keypad, if you type a letter multiple times within a very short time, you will scroll through variations on that letter.

For example, if French is selected as the language and you repeatedly press the letter **a**, you will see **a à â ã** and so on through all the variations available. The character variations and the order in which the variations appear depend on the language you have selected to use.

Row	Position in row				
A	€	\$	¢	£	¥
B	@	&	#	%	‰
C	!	?	ı	¿	—
D	'	"	,	.	;
E	:	/	+	-	*
F	()	=	<	>
G	≠	±	÷	{	}
H	[\]		\$
I	•	'	©	®	™
J	☺	☹	☺	☹	☹
K	☺	☹	☺	☹	☹
L	♿	♿	♿	♿	♿
M	♿	♿	♿	♿	♿
N	♿	♿	♿	♿	♿
O	♿	♿	♿	♿	♿
P	♿	♿	♿	♿	♿
Q	♿	♿	♿	♿	♿
R	♿	♿	♿	♿	♿
S	♿	♿	♿	♿	♿
T	♿	♿	♿	♿	♿
U	♿	♿	♿	♿	♿
V	♿	♿	♿	♿	♿
W	♿	♿	♿	♿	♿
X	♿	♿	♿	♿	♿
Y	♿	♿	♿	♿	♿
Z	♿	♿	♿	♿	♿
AA	♿	♿	♿	♿	♿
AB	♿	♿	♿	♿	♿
AC	♿	♿	♿	♿	♿
AD	♿	♿	♿	♿	♿
AE	♿	♿	♿	♿	♿
AF	0	1	2	3	4
AG	5	6	7	8	9
AH	0	1	2	3	4
AI	5	6	7	8	9
AJ	1/4	1/2	3/4		

Figure 10

Currency Symbols

The currency key \$ also uses RACE technology to scroll through a number of currency symbols:

€ £ \$ ¢ ¥

The order these symbols appear depends on the language you have selected.

Adding Date and Time




You can add the date and time to your labels.

Changing the Date Format

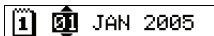
You can choose from twelve different date formats:


24/12/2007	12/24/2007
24/12/07	12/24/07
24 Dec 2007	Dec 24, 2007 (US default)
24 Dec 07 (EU default)	Dec 24, 07
24 December 2007	December 24, 2007
24 December 07	December 24, 07

To change the date format

1. Press , select **Set Date**, and press .
2. Use the arrow keys to select the date format and press .

The display shows the currently set date.



3. Use the arrow keys to change each part of the date (month, day, year) and press  after each part.


Adding the Date to Your Label

The date can be added as fixed text (the date remains the same) or as variable text that is automatically updated with the current date when the label is actually printed.

To add the date

1. Press .
2. Select **Insert Date** and press .




3. Select **Fixed Date** or **Autom. Updated** and press .

When Autom. Updated is selected, a date  icon is inserted on your label. When Fixed Date is selected, the actual date is inserted on your label in the format specified.

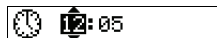
Changing the Time Format


You can choose to show the time in 12-hour format or 24-hour format.

To set the time format

1. Press , select **Set Time**, and press .
2. Use the arrow keys to select the time format (24 Hour Clock or 12 Hour Clock) and press .

The display shows the default time.







3. Use the arrow keys to change each part of the time (hours and minutes) and press  after each part.

Adding the Time to your Label

The time can be added as fixed text (the current time) or as variable text that is automatically updated with the current time when the label is actually printed.

To add the time

1. Press .
2. Select **Insert Time** and press .
3. Select **Fixed Time** or **Autom. Updated** and press .

When Autom. Updated is selected, a time  icon is inserted on your label. When Fixed Time is selected, the actual time is inserted on your label in the format specified.





Printing Options


You can print multiple copies of a label at one time, print serialized labels, print fixed-length labels, review label text and format, and adjust the printing contrast.

Printing Multiple Copies

You can print up to 16 copies of a label at one time. When printing multiple copies, a dotted cut-line is printed between each label.

To print multiple copies of the label

1. Press .
2. Select **Set # Copies** and press .
3. Press the up arrow key to increase the number of copies to print.
4. Press the down arrow key to begin decreasing the number of copies from 16.
5. Press .
6. Press  to begin printing.

 You may notice a brief pause in printing between each label for more complex formats.





When printing is finished, the number of copies to print returns to the default value of 1.

Serializing Your Labels

You can print a series of labels with the last number incremented by one number. The number of labels serialized depends upon the number of copies you selected to print. Only the last series of numbers that follows any letter, space, or punctuation will be serialized. For example, abc123 will print as abc123, abc124, abc125; and 123-998 will print as 123-998, 123-999, 123-1000, and so on.

To serialize your labels

1. Enter the text for your label.
2. Press .





3. Select **Set # Copies** and press .
 4. Press the up arrow key to increase the number of increments to print and press .
 5. Press  + .
- The labels automatically print, each label incremented by one number.

Printing a Fixed-Length Label

Normally, the length of the label is determined by the length of the text entered. However, you may wish to make a label for a specific purpose that is a fixed length regardless of the length of the text.

You can specify a fixed length for a label in 0.1" (2 mm) increments between 1.5" (40 mm) and 15.0" (400 mm). The preset fixed length is 4" (100 mm). Any change you make to the fixed-length setting remains in effect until you change it.

To set the label length

1. Press  + .
2. Press the up arrow to select **Fixed Length On** and then press .
3. Use the arrow keys to set the length.
4. Press .

After you print the label, you must reset the fixed-length label setting to OFF; otherwise, all your subsequent labels will print with this fixed length.

Adding Barcodes to Labels




The label maker can print barcodes in six standard formats: UPC-A, UPC-E, EAN-8, EAN-13, CODE-39, and CODE-128.

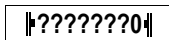
You can print a barcode on 3/4" (19 mm) and 1" (24 mm) labels; and you can print only one barcode per label.

The barcode prints horizontally along the label with the text in small print underneath the barcode. You can optionally add text before and after the barcode. Or, you can add text above or below the barcode by creating a two-line label. See **Creating Multi-Line Labels** on page 11.


Four of the standard barcodes require a fixed number of characters to generate the barcode: EAN-8, EAN-13, UPC-A, and UPC-E. CODE-39 and CODE-128 barcodes allow a variable number of characters to be entered.

To set the barcode type

1. Press .
 2. Select **Set Barcode** and press .
 3. Use the arrow keys to select the barcode type, and press .
- One or more question marks appear between the barcode symbols (||||).






You may see a 0 in the far right position for some barcode types. This is a check digit and will be replaced with a number when the barcode data is entered.

4. Enter the data for the barcode, replacing the question marks, and press  when finished.

Once you select a barcode type, that setting remains until you select a different barcode type.

To insert a barcode

1. Enter the text you wish to appear before the barcode on the label. (Optional)
2. Press .
3. Select **Insert Barcode** and press .
4. Enter any text you wish to appear after the barcode. (Optional)
5. Press .

Previewing Your Label

You can preview the text or format of your label prior to printing. A multi-line label is previewed as a single-line label.

To preview your label




1. Press  + .
2. Select **Text** or **Format**, and then press .

If you select **Text**, the text of the label scrolls across the display. If you select **Format**, the format selected displays briefly.

Aligning the Text


When you print a fixed length label you can choose to align the text at the left, center, or right side of the label. For multi-line labels, all lines of text are aligned left, center, and right relative to each other.

To align the text



1. Press  + .
2. Use the arrow keys to select the desired alignment and press .

The alignment setting remains active until you reset the alignment.

Changing the Cutting Option

You can choose to have each label automatically cut after printing or you can manually cut the labels using the  key. By default, labels are cut automatically. When manual cutting is selected and you print multiple copies or serialized labels, a dotted cut-line is printed between each label.

To change the cutting option




1. Press .
2. Select **Set Auto Cut** and press .
3. Select **On** or **Off**, and then press .

This setting will remain until you change it.

Adjusting the Print Contrast

You can adjust the print contrast to fine tune the print quality of your label.

To set the contrast

1. Press .
2. Select **Set Contrast** and press .
3. Select a contrast setting and press .

Using Label Maker Memory




The label maker has a powerful memory feature that stores text and formatting as follows:

- Automatically stores the last fifteen labels printed.
- Allows you to store the text of up to ten labels you use frequently.
- Allows you to name and store up to ten commonly used label formats.

Storing Label Text

The label maker automatically keeps the last fifteen labels printed in a text buffer. In addition, you can store up to ten specific labels you use frequently.

To store the current label text

1. Press .
2. Select **Save** and then press .
3. Use the arrow keys to select **Label** and then press .

Ten fields, which represent memory locations, are displayed. Fields that are filled indicate stored label text. You can store new text in any of the memory locations, however, if you select a location that is filled, the previous label text will be overwritten.

4. Select a memory location and press .

Your label text is saved and you are returned to the label.



Storing Formats

In addition to label text, you can store up to ten specific label formats you use frequently. This feature stores only the formatting information not the label text.

To store the current format

1. Press .
2. Select **Save** and press .
3. Select **Format** and press .


Ten fields, which represent memory locations, are displayed. Fields that contain formats display a name in the field. You can store new formats in any of the fields, however, if you select a location that is filled, the previous label format will be overwritten.

4. Select a field and press . The word **Name?** appears in the field.
5. Enter a name for the format and press . Your label format is saved and you are returned to the label.

Recalling Stored Labels and Formats

You can easily recall labels and formats stored in memory to use at a later time.

To recall labels or formats

1. Press .
2. Select **Recall** and then **Label, Format, or Last Printed**.

A list of memory locations is displayed similar to storing a label or format.







3. Select a label or format to recall and press .


Caring for Your Label Maker

Your label maker is designed to give you long and trouble-free service, while requiring very little maintenance.

Clean your label maker from time to time to keep it working properly. Clean the cutter blade each time you replace the label cassette.

To clean the cutter blade

1. Press  to turn off the power.
2. Open label cassette compartment and remove cassette.
3. Press  and then  together. The message, **Cut Test**, appears on the display.
4. While holding down the  key, repeatedly press . The cutter blade will move into view in small steps.
5. When you are able to access both sides of the blade, release the keys.
6. Use a cotton ball and alcohol to clean both sides of the cutter blade.
7. After cleaning the blade, press  to return the blade to its home position.

 You can also follow this procedure if the cutter blade becomes lodged in the forward position and will not move.

To clean the print head

1. Remove the tape cassette.
2. Remove the cleaning tool from inside the label compartment cover.
3. Gently wipe the padded side of the tool across the print head. See Figure 11.

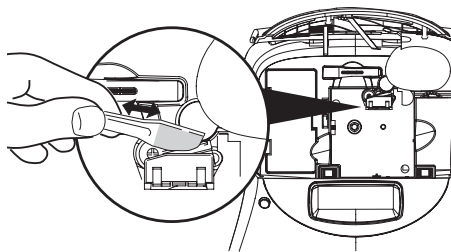



Figure 11

Troubleshooting

Review the following possible solutions if you encounter a problem while using your label maker.

Problem/Error Message	Solution
No display	<ul style="list-style-type: none">• Ensure the label maker is turned on.• Replace discharged batteries.
Poor Print Quality	<ul style="list-style-type: none">• Replace discharged batteries or attach power adapter.• Ensure label cassette is installed properly.• Clean the print head.• Replace the label cassette.
Poor Cutter Performance	Clean the cutter blade. See Caring for Your Label Maker .
Printing	No action required. Message disappears when printing is finished.
Too many characters Exceeded maximum number of characters in buffer.	Delete some or all of the buffer text.
Too many lines Exceeded maximum number of lines allowed.	Select another format.
Insert Tape Cassette Label cassette missing or empty.	Insert a new label cassette
Battery low Batteries almost discharged.	Replace batteries or connect AC power adapter.
Tape Jam Motor is stalled due to label jam.	<ul style="list-style-type: none">• Remove jammed label and replace label cassette.• Clean cutter blade.
Too many pages Exceeded maximum number of format breaks allowed.	Change label layout.
Page not empty	Delete all content on the page.
Tape size too small	Change label size or change the formatting on the label.
Set  Fixed-length label selected and the length necessary to print the label exceeds the selected length.	<ul style="list-style-type: none">• Following this message, a fixed-length value is displayed which indicates the minimum label length necessary to fit the text. Do one of the following:• Adjust the fixed-length label setting appropriately, or• Select a narrower font size.

If you still need assistance, contact DYMO Customer Support for your country. Refer to **Contacting Customer Support** on the inside back cover to locate the contact number for your country.

Documentation Feedback

We are constantly working to produce the highest quality documentation for our products. We welcome your feedback.

Send us your comments or suggestions about our user guides. Please include the following information with your feedback:

- Product name, model number, and User Guide page number
- Brief description of content (instructions that are inaccurate or unclear, areas where more detail is needed, and so on)

We also welcome your suggestions about additional topics you would like to see covered in the documentation.

Send email messages to: **documentation@dymo.com**

Please keep in mind that this email address is only for documentation feedback. If you have a technical question, please contact Customer Support.

This product is CE marked in accordance with the EMC directive and the low voltage directive and is designed to conform with the following international standards:

US FCC Class B Compatibility

Safety – UL, CUL, TUV, CE, T-Mark, SAA, BABT, C-Tick

EMC - EMI Compatibility

EN 55022; EN 61000 (+ addendums)

Plastic components of this printer have been marked to enable final disposal in a manner that is sensitive to the environment.



©2007 DYMO
A Newell Rubbermaid Company

Produced by:
DYMO
Stamford CT 06902
800-426-7827; www.dymo.com